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ABSTRACT

This resource guide describes key information sources in the area of national export policy, especially as related to small business, and outlines methods for obtaining these items and for keeping abreast of new publications on this topic. It is noted that relevant laws and treaties are fully covered but that the literature search for non-legal materials was limited to the years 1981 to September 1983. Introductory sections list Congressional committees and major executive, independent, and multilateral agencies dealing with export policy or small business. Instructions for using the guide are also provided, followed by an annotated bibliography of resources. The bibliography is divided into seven sections covering: (1) guides for the beginner in the export trade, Congressional hearings and reports, and major agency publications; (2) sources of information on United States laws, regulations, and judicial decisions; (3) publications on treaties and executive agreements; (4) United States and United Nations publications on international economic conditions; (5) publications dealing with the protocol of conducting business in foreign countries; (6) banking, finance, marketing, shipping, and other logistics information sources; and (7) other reference tools. Also provided are a list of abbreviations used and a 13-item bibliography. (ESR)

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# RESOURCE GUIDE

## Export Policy and Small Business

prepared by

Jean M. Adams

November 1983

IR050688



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## Purpose and Scope of the Guide

This Resource Guide is designed to alert the user to the key information sources in the area of national export poicy in general and as specifically related to small business. It is not intended to provide the actual facts, data and laws; rather, it is a tool to be used to explore the range of available information and to explain the methods of obtaining that information. This access tool will be far more useful than a collection of data in the long run, as it will remain timely for much longer and puts the power of information access directly into the hands of the user. Many documents presently available are listed herein and methods for keeping abreast of new publications are described. In an effort to reduce the potential for obtaining useless, outdated materials, the literature search for non-legal materials encompassed the years 1981 through September 1983. Laws and treaties, of course, are fully covered, regardless of this time constraint.

## Government Publications

The Government Printing Office (GPO) performs the printing and binding for the Congress and various government agencies. This is a critical function in the United States' legal system, for inherent in this system is justice, which can be served only if the people are aware of the laws by which they are bound. A second critical step is the dissemination of this information, a function performed by the Superintendent of Documents. This function includes the sale of government publications (from all branches), provision of catalogs and indexes, mailing as the producing group requires and distribution to depository libraries. It is the depository library's function to provide free public access to this information. The selective depository library stocks the items it feels its users will find the most useful.

These publications come in many forms and serve many purposes. The publication of laws has been discussed above. The government also produces research reports, how-to books, Congressional hearings, weather, safety, recreation and health information, and so on. Included is a vast information

resource in the area of business. Fees for obtaining the information are charged in compliance with the law, which states that the sale of these publications must be made on a self-sustaining basis.

General Export Policy Sources

Following is a list of the major agencies and Congresional committees which deal with export policy, as well as those dealing with small business. An excellent source of continuing information is placing your name on the mailing lists of these organizations. Their mailings will help with current trends and future action of note.

Executive Agencies--

1. Commerce Department
   14th Street between C Ave. & E St. NW
   Washington, DC 20230
   (202) 377-3808

   The Commerce Department encourages, serves and promotes the Nation's international trade, economic growth and technological advancement.

2. International Trade Administration
   Department of Commerce
   14th Street between C Ave. & E St. NW
   Washington, DC 20230
   (202) 377-3808

   The International Trade Administration advises on international trade and investment policies pertaining to domestic business sectors and carries out programs to promote world trade and to strengthen the international trade and investment position of the United States.

3. Department of State
   Bureau of Economic and Business Affairs
   2201 C Street NW
   Washington, DC 20520
   (202) 655-4000

   The Bureau of Economic and Business Affairs formulates and implements policy regarding foreign economic matters, including resource and food policy, international energy issues, trade policy, international finance and development, aviation and maritime affairs and telecommunications.

Executive Agencies (continued)

4. Office of the United States Trade Representative
   1800 G Street NW
   Washington, DC 20506
   (202) 395-4647

   A division of the Executive Office of the President, the Office of the United States Trade Representative administers trade agreements, coordinates trade policy and serves as the chief representative for the United States in discussions, meetings and negotiations with various bilateral and multilateral institutions when the primary issues are trade and commodities.

Independent Agencies--

1. Export-Import Bank of the United States
   811 Vermont Ave. NW
   Washington, DC 20571
   (202) 566-8990

   The Eximbank facilitates and aids in financing exports of U.S. goods and services.

2. Federal Trade Commission
   Pennsylvania Ave. at 6th Street NW
   Washington, DC 20580
   (202) 523-3830

   In brief, the Commission is charged with keeping competition both free and fair.

3. Small Business Administration
   1141 L Street NW
   Washington, DC 20416
   (202) 653-6565

   The purpose of the Small Business Administration is to aid, counsel, assist and protect the interests of small business.

4. United States International Trade Commission
   701 E Street NW
   Washington, DC 20436
   (202) 523-0161

   The International Trade Commission furnishes studies, reports and recommendations involving international trade and tariffs to the President, the Congress and other government agencies. It also conducts a variety of investigations, public hearings and research projects pertaining to the international policies of the United States.

Multilateral Agencies--

1. International Monetary Fund (IMF)
   700 Nineteenth St. NW
   Washington, DC 20431
   (202) 477-7000

   Set up by the United Nations, the IMF serves to promote international monetary cooperation through a permanent institution which provides the machinery for consultation and collaberation on international monetary problems. It supports international trade, exchange stability and provides a multilateral system of payments and makes resources temporarily available to nations.

2. United Nations
   United Nations Plaza
   New York City, NY 10017
   (212) 754-3354

   The United Nations provides avenues of communication between its members, as well as objective information about each.

Committees, House of Representatives--

1. Banking, Finance and Urban Affairs
   Subcommittee on International Trade, Investment and Monetary Policy
2. Foreign Affairs
   Subcommittee on International Economic Policy and Trade
3. Small Business
   Subcommittee on Export Opportunities and Special Small Business Problems

Committees, Senate--

1. Finance
   Subcommittee on International Trade
2. Foreign Relations
   Subcommittee on International Economic Policy
3. Small Business
   Subcommittee on Export Promotion and Market Development

Joint Committees--

1. Joint Committee on Taxation
2. Joint Economic Committee

Contact can be established with these committees by writing to

1. (Senate Committee name)
   Washington, DC 20510
2. (House Committee name)
   Washington, DC 20515

International Considerations

In dealing with export trade, a whole new avenue of consideration opens, that of foreign policy. These new areas include treaties and executive agreements under the Department of State, programs sponsored by the United Nations and other multilateral organizations as well as considerations of protocol and the logistics of selling in a foreign land. The government publishes widely in most of these areas.

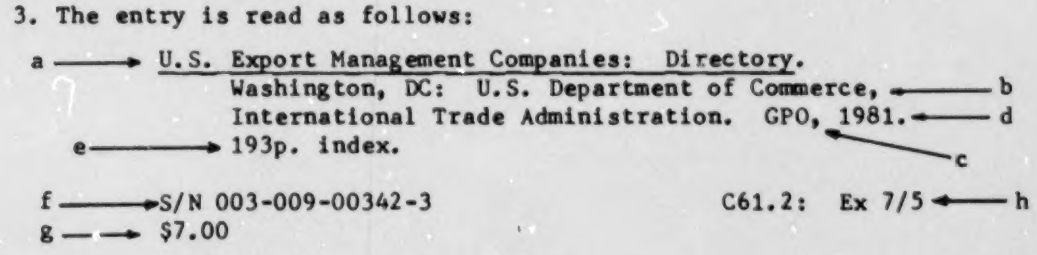
Using the Guide

As stated earlier, the purpose of this guide is to serve as an access tool. The tool works this way:

1. Scan the main headings in the list of Publications for topics of interest.

2. Once a main heading is located, scan under that heading for an appropriate publication entry.

3. The entry is read as follows:




a. Title of the publication.

b. The agency or lawmaking body producing the publication (if a commercial publication, the author's name appears here.).

c. The publisher.

d. Date of publication.

e. Number of pages and types of special features, such as an index, references, illustrations, maps, forms, etc. Also included here is the frequency of publication for periodicals (annual, quarterly, etc.) and notes on the source, (such as a committee print, etc.).

f. This number is used for ordering purposes only. It is a stock number applied solely for retailing purposes.

g. Price is subject to change. This is an important point, as payment is required in advance for all government publications.

Using the Guide (continued)

h. The SuDoc number is the classification number applied by the Superintendent of Documents. This is how the publications are filed by the government. It may be used for requesting documents when the S/N number is not known.

i. Some annotations are quoted from governmental indexes, others from the documents themselves, the rest were prepared specifically for this guide.

note: Commercial publications will be marked as such on the title line, in parentheses at the end of the title.

4. The documents themselves may be obtained in two ways:

a. Depository Library--Call or visit your neighborhood library and ask if they are a government depository. If not, ask where the nearest deopsitory or selective depository library is. At the depository library, ask for the Documents Librarian, who will be able to direct you to the publications you are looking for and can aid in their use.

b. Ordering from the GPO--Follow the directions provided in Appendix I. These are photocopied from a GPO catalog. Remember--Prepayment is a must. Call ahead, if possible to check prices. They may change without notice and underpayment will slow the process. Orders can be phoned in and placed on VISA or MasterCard, or you may open a Superintendent of Documents deposit account. The order form provided in the Appendix may be photocopied and retained for future ordering.

5. When documents are obtained, their use may not be self-explanatory. Be sure to take a few moments to scan their introductory material for use guides. Where possible, use of given materials is outlined in this Guide. Following are helpful subject search terms:

a. export (-s, -er, -ing)

b. export--import

c. import--export

d. trade, international

e. trade, foreign

f. small business

6. Remember--Many of these publications are put out periodically. You may want to consider ordering subscriptions to those of particular value.

7. A note on copyright--Government publications and reports on research funded by the government do not fall under the regulations of the copyright laws. You are free to copy and use them as you wish. However, the commercial publications cited are protected by copyright and fall under the Fair Use Doctrine. This is generally interpreted to mean one copy of selected portions of a work made be made for personal use only. Multiple copies, copying cover-to-cover and copying for subsequent distribution are forbidden and could result in legal action.

8. Another note on GPO prices--These prices legally may change every three months. While they usually do not change that often, they do change and your order will not be processed until full payment is made. You will be sent an invoice, causing delays. As suggested earlier, calling ahead will avoid this problem. Another (cost free) method to check prices is to consult the Publications Reference File (PRF), a microfiche file of all available documents with the current prices listed. The PRF will be found at the depository library.

9. To order United Nations publications, address inquiries to:

   United Nations Publications
   Room A-3315
   New York, NY 10017

   The U.N. also runs a depository library system. The Bird Library is the U.N. Depository for the Syracuse area. It is a selective depository.

10. A note on United Nations Publications--This is not intended to be a comprehensive listing of all publications available from the U.N., but is a sampling of what is available. For more information, direct inquiries to the address in #9.

11. In many cases, Congressional publications can be obtained by writing to your Congressman, even if they are out of print, or otherwise unavailable, and they often arrive free of charge. Please remember to use this resource with discretion.

12. A note on S/N (stock numbers)--If you want to order a document for which the S/N is unavailable, call ahead to see if it is out of print. If it is, you can see if your Congressman can obtain it for you, or stop by the depository library and ask to use their copy.

## The Pubbications

Following is the bibliography of resources in exporting as related to small business:

1. Getting Started. This is a collection of points to consider, guidelines for the beginner in export trade and guides to governmental aids.

   A. The Basics--

   * A Basic Guide to Exporting
   Washington, DC: U.S. Department of Commerce, International Trade Administration. GPO, 1981. 133p. ill. map bib. glossary

   S/N 003-009-00349-1 C61.8:Ex7/3
   $6.50

   A step-by-step guide to establishing profitable international trade. Tells how to get assistance in reaching this goal.

   * How To Build an Export Business
   Washington, DC: U.S. Department of Commerce, International Trade Administration. GPO, 1978. 168p. ill.

   S/N 003-000-00532-1 C1.8/3:Ex7
   $6.00

   A step-by-step guide specifically for small businesses.

   * International Business in a Nutshell commercial
   St. Paul, Minn: Donald T. Wilson, West Publishing Co, 1981.
   393p.

   $7.95

   A susinct guide to the workings of international business written in layman's terms.

   * Is Exporting For You?
   Washington, DC: U.S. Small Business Administration, Office of International Trade. GPO, 1981.
   8p.

   (S/N unavailable) SBA1.2:Ex7

   A quick run-through of primary considerations before entering export trade. Geared specifically for small businesses.

B. Congressional Hearings and Reports--

* Export-Import Bank Financing for Small Business
Washington, DC: Senate Committee on Small Business, Subcommittee on Export Promotion and Market Development, Hearing April 7, 1983, 98th Congress, 1st Session. GPO, 1983.
218p.

Write directly to Committee Y4.Sm1/2:S.hrg98-51

Hearings to assess the adequecy of the Eximbank's financing available for small business.

* Export Promotion and Small Business
Washington, DC: House Committee on Small Business, Subcommittee on Export Opportunities and Special Small Business Problems. Hearing Sept. 21, 1982, 97th Congress, 2nd Session. GPO, 1982.
76p.

Write directly to Committee Y4.Sm1:Ex7/4

Hearings to examine Governmental policies and programs to encourage small business participation in foreign trade. Discussion includes Eximbank programs, problems in the export market and recommendations for action.

* Exports and Small Businesses
Washington, DC: House Committee on Small Business, Subcommittee on Special Small Business Problems. Hearings in Independence Mo. Oct 27, 1979, Sarasota Fla. Feb. 18, 1980, Boston Mass. April 28, 1980 and Rochester Minn. May 17, 1980, 96th Congress, 2nd Session. GPO, 1980.
183p.

Write directly to Committee Y4.Sm1:Ex7/3

Hearings to consider 2 bills: HR 3895, the Small Business Export Improvement Act of 1979, to amend the Small Business Act to authorize the Small Business Administration to collect and disseminate information on small business products at U.S. diplomatic and consular missions, and HR 6008 to authorize the Commerce Department grants for promotion of small business international marketing programs, extablish export information centers and expand eligibility for SBA export assistance loans.

The Publications (continued)

* Obstacles to Exporting Faced by Small Business
Washington, DC: SenatedCommittee on Small Business. Hearing Feb. 11, 1983. 98th Congress 1st Session. GPO, 1983. 118p.

Write directly to Committee Y4.Sm1/2:S.hrg.98-23

Hearing in Seattle, Washington to examine regulatory and other obstacles to small business export activities and implications for Government action. Concerns include costs to businesses by customs and export licensing procedures, and other concerns. Also, suggestions for improvements in policy and regulations.

* Survey of Findings of Obstacles to Exporting Faced by Small Business: Report
Washington, DC: Senate Committee on Small Business. 97th Congress, 2nd Session. GPO, 1982. 39p. form tables, committee print

Write directly to Committee Y4.Sm1/2:Ex7/5

Results of the March 19, 1982 survey of current and potential small business exporters regarding obstacles to exporting and suggested Government action to promote exports.

* Tax Incentives and Small Business Exports
Washington, DC: House Committee on Small Business, Subcommittee on Tax, Access to Equity Capital and Business Opportunities. Hearing Sept. 16, 1982. 97th Congress, 2nd Session. GPO, 1982. 329p. ill.

Write directly to Committee Y4.Sm1:T19/8

Review of the Internal Revenue Code's domestic international sales corporations (DISC). These provisions entitle firms incorporated as DISC's to defer Federal income taxes on 50% of export earnings. Focuses on small business implications.

* To Consider the Obstacles Faced by Small Business Exporters
Washington, DC: Senate Committee on Small Business. Hearings in Washington, DC August 9, 1982 and Spokane Washington Oct. 21, 1982. 97th Congress, 2nd Session. GPO, 1982. 191p.

Write directly to Committee Y4.Sm1/2:Ex7/6

Hearings to examine impediments to increased small business participation in export trade and to review Small Business Administration and Commerce Department international trade programs.

C. Agency Publications--

* Business America--The Magazine of International Trade, Commerce Today
Washington, DC: U.S. Department of Commerce, International Trade Administration. GPO.
Biweekly

S/N 003-025-80002-7 C61.18:(nos.)
$55.00 subscription, $3.25 single copy

This is a magazine devoted to current awareness in many commerce-related areas, including international trade and small business. It is published in a slick package, designed for easy use by the businessman.

* Efforts to Promote Exports by Small, Non-Exporting Manufacturers: A Study
Washington, DC: U.S. General Accounting Office. The Office, 1981.
19p. bib.

(S/N unavailable) GA1.13:IE-83-21

A study on present government efforts in export promotion related to small business. Emphasis is on the development of potential exporters.

* Export Imperative: Report to the President Submitted by the President's Export Council
Washington, DC: President's Export Council. GPO, 1980
243p. 2 books ill.

S/N 040-000-00438-6 Pr39.8:Ex7Ex7/v.1-2
$8.50

This is the final report of the President's Export Council in which it presents its findings on the need for expanded exports and suggests its final recommendations.

* The Export Management Company: Your Export Department
Washington, DC: U.S. Department of Commerce, International Trade Administration. GPO 1980.
12p.

(S/N unavailable) C61.2:Ex7/980-2

This is a quick overview of the functions of the export management company and the services it can provide.

* Fifteen Ways the United States Department of Commerce Can Help Make Your Business More Profitable Through Exports
Washington, DC: U.S. Department of Commerce, Industry and Trade Commission. GPO, 1978. 8p.

S/N 003-009-00260-5 C57.2:Ex7/11
$2.00

A quick guide to Commerce's aid to exporters.

* U.S. Export Management Companies: Directory
Washington, DC: U.S. Department of Commerce, International Trade Administration. GPO, 1981. 193p. index

S/N 003-009-00342-3 C61.2:Ex7/5
$7.00

An alphabetical listing of more than 1100 export management companies, organized by state, as well as an index of 36 basic product/service catagories.

2. United States Laws and Regulations. This section provides access to the text of the laws themselves. For tools to help in their interpretation, see section 7 below. The laws are too numerous and diverse to cite individually. Consultation with a lawyer is suggested. Use the depository library, as subscriptions are expensive.

A. Statutory Law--(laws enacted by Congress)

* Slip Laws
Washington DC: Congress. GPO. published irregularly.

Write to your Congressman GS4.110

The unbound, pamphlet form of statutory laws, these slip laws are published as the laws are enacted. They are subject indexed in the Monthly Catalog (see section 1) and are listed under the entry "Congress." Find the Public Law number in the Monthly Catalog and go to the slip laws; look in the laws' headings for the corresponding PL number. They will be shelved chronologically and in order of PL numbers.

* Statutes at Large
Washington, DC: Congress. GPO. periodic.

Visit the depository library GS4.111

A chronological compilation of the slip laws, published at the end of each session of Congress. Subject indexed, search under "exports" and "small business."

The Publications (continued)

* United States Code
Washington, DC: Congress. GPO. periodic

Visit the depository library Y4.J89/1UN3/3/

This is the official, codified compilation of all laws in force. It is published every six years and supplemented yearly. The laws are classed under 50 titles (subject headings) and subdivided into chapters. The main publication and each supplement have a one or two volume subject index. Suggested search terms are "imports and exports" and "small business (Act, Administration, etc.)."

* U.S. Code Congressional and Administrative News (U.S.C.C.A.N.)
St. Paul, Minn: West Publishing Co. commercial
biweekly when Congress is in session, monthly when Congress is recessed.

Available at the depository library

This commercial periodical provides the text of new laws with some annotation and legislative history. It also includes important administrative regulations and executive documents as well as other useful aids to understanding.

* United States Code Annotated (U.S.C.A.) commercial
St. Paul, Minn: West Publishing Co.
at the end of each session of Congress

A commercial publication, this is an annotated compilation of the statutory laws comparable to the official United States Code. It is not official and cannot be cited in legal proceedings, but it is an invaluable tool in understanding the law. It provides interpretations and applications of court decisions, editorial notes and analytical discussions and legislative history. Periodic supplements when necessary keep the U.S.C.A. timely.

B. Administrative Law--(regulations by executive and independent agencies to carry out Congressional intent)

* Export Administration Regulations
Washington, DC: U.S. Department of Commerce, International Trade Administration, Office of Export Administration. GPO. annual

S/N 003-009-81001-9 C61.23:983
$105.00 (includes dividers and supplementary material issued as Export Administration Bulletins)

These are the official regulations for exporters.

The Publications (continued)

* Federal Register
Washington, DC: General Services Administration, Office of the Federal Register. The Office.
daily, contents table index

Visit the depository library GS4.107

This is a daily notification of new agency and executive orders which have the effect of law. To be legally binding, a regulation must appear in the Federal Register. It provides a chronological source, similar to the slip laws (see above). Each edition has a contents table and they are supplemented by a monthly index, compiled annually like the Statutes at Large. (see above)

* Code of Federal Regulations (CFR)
Washington, DC: General Services Administration, Office of the Federal Register. The Office.
annual, index

Visit the depository library GS4.108

This is the annual, codified compilation of Federal regulations. It is similar to the United States Code in purpose and use of titles for subject access. It is kept up to date by the issuance of pamphlets to note changes.

C. Judicial Decisions--

* United States Reports
Washington, DC
at the end of each session

Visit the depository library Ju6.8

This contains the full text of opinions and decisions of the Supreme Court, as well as other editorial material.

* Other judicial materials include the United States Supreme Court Bulletin, the Slip Opinions (Ju6.8/b, similar the the slip laws above) and the Preliminary Prints (Ju6.8/a) which are published irregularly and compile the Slip Opinions.

** A note on legal materials--The materials included here are specifically intended for expanding general knowledge. They are not intended to provide exhaustive legal searches, which are best left to a lawyer familiar with export law.

The Publications (continued)

3. Treaties and Executive Agreements. Included are sources for U.S. foreign policy. The Department of State, under the Executive Branch provides the methods for the formulation and implementation of foreign policy. As with formal laws, this area is sensitive and best handled by a professional. These resources are provided to increase the knowledge of the user, so that he may be better prepared to work with the professional.

* Department of State Bulletin
Washington, DC: Department of State. GPO.
weekly

Visit the depository library S1.3

The official weekly record of United States foreign policy. Contains presidential activities related to foreign policy. The last section notes treaties enacted and executive agreements reached.

* Treaties and Other International Agreements (TIAS)
Washington, DC: Department of State. GPO.
published irregularly

Visit the depository library S9.10

Published in slip form, this series contains the full text of treaties and executive agreements. They contain convention, protocol, charter, constitution, etc. Published as needed, these are numbered consecutively. They are indexed in the Monthly Catalog and referenced in the Department of State Bulletin. They are compiled annually into the United States Treaties.

* United States Treaties
Washington, DC: Department of State. GPO.
annual

Visit the depository library S9.12

The bound version of the TIAS slips, published annually. It contains a subject index in each volume of the multi-volume work. The treaties appear in the languages of both signing parties. The search term "trade" is suggested. As this is chronological, a cumulative index is published as well.

The Publications (continued)

* Treaties in Force
  Washington, DC: Department of State. GPO.
  annual

  Visit the depository library S9.14:983

  A list of treaties and other international agreements of the United States in force on January 1 of the year of publication, i.e., those which had not expired by their terms or which had not been denounced by the parties, replaced or superseded by other agreements, or otherwise definitely terminated. It is in two parts, one for bilateral agreements and the second for multilateral agreements.

4. International Economic Conditions. These are sources of statistical data and information on foreign economics.

   A. Unites States Publications--

   * Foreign Economic Trends and Their Implications for the U.S.
     Washington, DC: U.S. Department of Commerce, Domestic and International Business Administration, Bureau of International Commerce. GPO.
     daily

     (S/N unavailable) C42.3:(nos.)
     $37.50 subscription, $0.25 single copy C57.111:(nos.)

     This is a current awareness publication describing trends in economic conditions and discussing them in relation to current conditions in the U.S.

   * International Economic Report of the President, Together With the Annual Report of the Council on International Economic Policy
     Washington, DC: Executive Office of the President, Council on International Economic Policy. GPO.
     annual

     (S/N unavailable) Pr37.8:In8/3/R29/2/983
     $2.00

     An annual study of the preceding year's economic policy with a review of that year's conditions.

   B. United Nations Publications--

   * Trade Yearbook
     The Food and Agriculture Organization of the U.N.
     annual

* Demographic Yearbook
  New York: U.N. Statistical Office.
  annual

* World Trade Annual
  New York: U.N. Statistical Office
  annual

* World Statistics in Brief: United Nations Statistical Pocketbook, 5th ed.
  New York: U.N. Statistics Office. 1981.
  96p. tables.

  U.N. Sales Number 81.XVII11
  $2.50

  A handy reference to statistics of the 136 nations of the United Nations. It is designed for easy use by the layman.

* Yearbook of International Trade Statistics
  New York: U.N. Statistical Office. 1980.
  1,187p., vol. 1; 1,196p., vol. 2.

  U.N. Sales Numbers 80.XVII.5.Vol.I
  80.XVII.5.Vol.II
  $70.00 (both volumes included)

  Contains trade data for 136 countries in the world. Includes an analysis of the flow of trade between countries as well as price fluctuations for goods. Much of the information is is tabular form.

* Economic Bulletin for Africa
  U.N. Economic Commision for Africa
  annual
* Economic Bulletin for Asia and the Far East
  U.N. Economic and Social Commission for Asia and the Pacific
  quarterly
* Economic Bulletin for Latin America
  U.N. Economic Commission for Latin America
  semi-annual
* Economic Survey for Europe
  U.N. Economic Commission for Europe
  semi-annual
* Economic Survey for Latin America
  U.N. Economic Commission for Latin America
  annual

The Publications (continued)

5. Protocol. This section contains publications dealing with the procedures, requirements and facilities of foreign nations as well as foreign business practices.

* Dun & Bradstreet Exporters' Encyclopedia commercial
New York: Dun & Bradstreet.
annual

$120.00 per year

Reference information on procedures, requirements, and facilities for exporting. Includes restrictions, regulations, taxes, insurance, documentation and shipping. Periodically updated with bulletins.

* Foreign Business Practices
Washington, DC: U.S. Department of Commerce, International Trade Administration. GPO, 1981.
118p. form.

S/N 003-009-00343-1 C61.2:P88
$5.50

This publication includes information on protocol aspects of exporting, including international licensing and investing.

* Metric Laws and Practices in International Trade: A Handbook for Exporters
Washington, DC: U.S. Department of Commerce, International Trade Administration. GPO, 1982.
113p.

S/N 003-009-00353-9 (no catalog number available)
$4.75

This publication provides basic information to American exporters on foreign laws and regulations concerning metric requirements for imported products.

* Reference Book For World Traders commercial
Queens Village, NY: Croner Publications, Inc.
looseleaf, in binders monthly

$31.95 per year

Covers such topics as documentation, customs brokers, marketing research organizations, lawyers, ad agencies, banks, postage, foreign exchange rates, shipping, etc.

The Publications (continued)

6. Logistics. Information sources include the areas of banking and finance, marketing, shipping, etc.

A. Banking and Finance--

* Annual Report on Exchange Restrictions
Washington, DC: International Monetary Fund.
annual

free

This annual volume discusses the exchange systems and regulations governing the import and export of goods and capital for IMF member nations and important non-members. Also reviews significant changes enacted in the preceding year.

* Eximbank Programs and Policies
Washington, DC: Senate Committee on Banking, Housing, and Urban Affairs, Subcommittee on International Finance and Monetary Policy. Hearing, 97th Congress, 2nd Session. GPO, 1983.
521p. ill. maps forms bib.

Write directly to Committee Y4.B22/3:97-73

Hearing on the performance of the Eximbank of the United States during the past fiscal year, the policies of the bank, the role of the bank in U.S. export strategy, and what changes may be necessary in the bank's charter when its renewal is considered in 1983.

* Export-Import Bank Financing for Small Business
Washington, DC: Senate Committee on Small Business, Subcommittee on Export Promotion and Market Development. Hearing April 7, 1983. GPO, 1983.
218p. bib.

Write directly to Committee Y4.Sm1/2:S.hrg.98-51

Hearing to examine the process and function of Eximbank financing in small business exporting.

* Foreign Exchange Letter commercial
New York: The Journal of Investment Finance, Inc.
biweekly

$24.00 per year

This pamphlet is geared toward the trading of currency, but is useful to the exporter in its coverage of trends in foreign exhange rates, interest rates, and bank lending rates.

* A Guide to Financing Exports
Washington, DC: U.S. Department of Commerce, International Trade Administration. GPO, 1980. 26p.

(S/N unavailable) C61.8:Ex7/980/2

A short, susinct outline of possible avenues to pursue in financing new exports.

* Impact of Non-Tariff Barriers on the Ability of Small Business to Export to Japan.
Washington, DC: Senate Select Committee on Small Business. Hearing June 25, 1980. 96th Congress, 2nd Session. GPO, 1980.
424p. bib.

Write directly to Committee Y4.Sm1/2:N73

Hearing on barriers to small business exporters to Japan, areas other than tariffs,, such as financing.

* OPIC Program for Insurance of Contractors' and Exporters' Bids, Performance and Advance Payment Guaranties.
Washington, DC: U.S. International Development Cooperation Agency, Overseas Private Investment Corporation. OPIC, 1981.
8p.

(S/N unavailable) OP1.2:C76

Outline of the Overseas Private Investment Corporation (OPIC) program to protect the interests of domestic private business in foreign nations.

* Tax Incentives and Small Business Exports
Washington, DC: House Committee on Small Business, Subcommittee on Tax, Access to Equity Capital and Business Opportunities. Hearing Sept. 16, 1982. 97th Congress, 2nd Session. GPO, 1982.
329p. ill. bib.

Write directly to Committee Y4.Sm1:T19/8

Hearing focusing on trade promotion for small business through tax remission. Examines present policy and possibilities for the future.

B. Marketing--

* Broadcasting Stations of the World
Washington, DC: U.S. Foreign Broadcast Information Service. GPO.
annual

(S/N unavailable) PrEx7.9

This publication details all AM, FM and television stations except domestically operated American stations. Call letters, station name and ownership are up to date as of June 1 of each year.

* A Constant Market Share Analysis of U.S. Export Growth
Springfield, Va.: Harry Bowen. Submitted to the Economic Trade Policy Subcommittee of the U.S. Department of Labor, Bureau of International Labor Affairs. 1980.
35p. ill. bib.

(S/N unavailable) L29.15:10

A study U.S. export growth, analysis based on a constant market share.

* European Trade Fairs: A Guide to Exporters
Washington, DC: L.R. Thomas. Commerce Department, International Trade Administration. 1981.
75p.

S/N 003-009-00341-5 C61.8:Eu7/2
$5.00

How to choose a market in Europe, how to identify the right fairs and how to make the fairs as productive as possible. Index of product catagories listing major trade fairs in individual countries is included.

* Export Marketing for Smaller Firms
Washington, DC: Small Business Administration. GPO, 1979.
90p.

S/N 045-000-00158-0 SBA1.19:Ex7/979
$4.75

Presents guidelines to help the small business owner decide whether exporting is an appropriate option for expanding sales and profits.

The Publications (continued)

* U.S. Exports Commodity Groupings by World Area
Washington, DC: U.S. Department of Commerce, Bureau of the Census. GPO.
annual

S/N 003-024-04114-6 C3.164:450/983
$11.00

An annual report on the commodities being exported by the U.S. to various areas in the world. Reviews trends.

* U.S. Import and Export Price Index
Washington, DC: U.S. Department of Labor, Bureau of Statistics.

S/N unavailable L2.60/3:(date)

Periodic index of current market prices for imports and exports reported by the Department.

* Who's Who In Public Relations, International commercial
Meriden, N.H.: P.R. Publishing Company, 1972.

Includes the names of 5,500 who have proven themselves in the public relations field. The index is arranged geographically by country, state or province and city. Helpful in discovering possible contacts abroad.

C. Shipping--

* Export Shipping Manual commercial
Washington, DC: Bureau of National Affairs, Inc.
weekly

$111.00 per year, $104.00 per year for two years

This looseleaf service provides detailed information about the practical aspects of every mode of shipping to every foreign country. Also covers fees, consulates and regulations.

* Merchant Fleets of the World
Washington, DC: U.S. Department of Commerce, Maritime Administration. GPO.
semi-annual

(S/N unavailable) C39.212

Lists seagoing fleets of ships over 1,000 gross tons, including vessel type and country of registration.

The Publications (continued)

* Statistical Analysis of World's Merchant Fleets
Washington, DC: U.S. Department of Commerce, Maritime Administration. GPO.
biennial

(S/N unavailable) C39.224

Provides highly detailed statistics on seagoing fleets for many countries. Some of the data are summarized in tables.

D. Other Logistical Areas--

* Business Conditions Digest
Washington, DC: U.S. Department of Commerce, Bureau of Economic Analysis. GPO.
monthly

S/N 003-010-80003-8 C59.9:(nos.)
$55.00 subscription, $5.50 single copy

This publication has tables and charts useful for business analysts. Its many topics include foreign trade.

* Foreign Trade Series
Washington, DC: U.S. Department of Commerce, Bureau of the Census. GPO.
monthly and annual

This series provides a wide variety of information on imports and exports by commodity, country, etc. The data are in fine detail. Consult the Publications Reference File (see section 7) for currently available editions.

* Global Market Survey
Washington, DC: U.S. Domestic and International Business Administration.
published irregularly

These surveys are available by specific country and are an excellent source for indentifying export opportunities. Also provides hints for financing and other advice. Consult the Publications Reference File (see section 7) for currently available editions.

* Guide to Foreign Trade Statistics
Washington, DC: U.S. Department of Commerce, Bureau of the Census. GPO, 1979.

S/N 033-024-01870-5 C3.6/2:F76/979
$6.50

A resource guide for foreign trade statistics.

The Publications (continued)

* Index of Trade Opportunities
Washington, DC: U.S. Department of Commerce, International Trade Administration. GPO. semi-annual

(S/N unavailable) C61.13/2:981-2

A listing of export leads as reported by the Trade Opportunities Program.

* New Product Information Service
Washington, DC: U.S. Department of Commerce, International Trade Administration. GPO, 1981. 8p. ill.

(S/N unavailable) C61.2:P94

This is the announcement of a free service provided by the Department to promote domestic companies' new products overseas.

* Overseas Business Reports
Washington, DC: U.S. Domestic and International Business Administration. GPO. published irregularly

(S/N unavailable) C1.50

Reports discuss foreign trade opportunities and address such issues as labor, finance, taxation, laws, etc. Check the Publications Reference File (see section 7) for currently available titles.

7. Other Reference Tools. This is a collection of reference tools to aid in the use of the publications cited in this Guide and to help discover other useful publications.

* Business Periodicals Index commercial
New York: N.W. Wilson Co. monthly

This is a subject index to 180 periodicals in many business fields including foreign trade. It is an index only, providing no information about the publication beyond its citation. It is quite up to date, though, and is an excellent guide to academic and commercial journals.

* Commerce Publications Update
Washington, DC: U.S. Department of Commerce, Office of the Secretary. GPO.
biweekly

003-000-80004-1 C1.24/3:(nos.)
$31.00 subscription, $2.00 single copy

This provides a biweekly listing of the latest titles from the Department.

* CIS Index commercial
Washington, DC: Congressional Information Service.
looseleaf.

This two volume work provides access to the working papers of the U.S. Congress. One volume is devoted to an exhaustive index by subject, names, committees, etc. The second volume contains abstracts of the publications. CIS assigns a filing number to the documents to follow from the index to the abstracts. This is periodically updated, and is probably the best commercial source for Congressional publications.

* Economic Abstracts commercial
New York: Graduate School of Arts and Sciences, New York University.
monthly

Includes abstracts on many topics including trade. The index is alphabetically arranged by subject and country. The abstracts are arranged in a numerical classification. Articles are international in scope.

* Guide to U.S. Government Publications commercial
McLean, Va.: John L. Andriot. Documents Index, Inc. 1983.

This is an annotated resource for government publications from various agencies. It is in two volumes and contains SuDoc numbers to aid in accessing the documents.

* Legal Research in a Nutshell, 3rd ed. commercial
St. Paul, Minn.: Morris L. Cohen. West Publishing Co. 1978.

$6.95

This is a step-by-step guide to research in statutory, administrative, judicial, international and foreign law, case decisions, and treaties. It is an essential resource for the novice and more advanced legal researchers.

The Publications (continued)

* Monthly Catalog of United States Government Publications
Washington, DC: Superintendent of Documents. GPO.
monthly

This the government's primary index for its publications. Issued monthly, it lists and helps provide access to the thousands of publications issued monthly by the Congress, the Judiciary and the executive and independent agencies.

* Publications Reference File
Washington, DC: Superintendent of Documents.
microfiche

This file contains the currently available documents offered by the GPO. It is arranged alphabetically by title, producing group and broadly by subject. This should be consulted to determine the correct price for items being ordered and to confirm availability.

* United States Government Manual
Washington, DC: Office of the Federal Register.
GPO.
annual

S/N 022-003-01099-8 GS4.109:983-84
$9.00

The official handbook of the Federal Government, this publication details governmental agencies, with addresses, phone numbers and quick reference data on the organizations' structure and purpose. It contains a wealth of information about the Federal Government and is a fine starting point for any sort of research into governmental functions and policies.

Appendix

## List of Abbreviations

| | |
|---|---|
| bib. | bibliography included |
| CFR | Code of Federal Regulations |
| CIS | Congressional Information Service |
| GPO | Government Printing Office |
| ill. | illustration included |
| IMF | International Monetary Fund |
| p. | number of pages |
| PRF | Publications Reference File |
| ref. | references included |
| S/N | stock number (for ordering U.S. publications) |
| SuDoc | Superintendent of Documents number for filing U.S. documents |
| U.N. | United Nations |
| U.S. | United States |
| U.S.C.A. | United States Code Annotated |
| U.S.C.C.A.N. | United States Code Congressional and Administrative News |

** Various state names appear in the entries in their generally accepted abbreviated forms.

Bibliography


1. Baker Library Mini-List, No.2: Basic Foreign Statistical Sources. Lorna M. Daniells, ed. Cambridge, Mass: The President and Fellows of Harvard College, 1975.

2. Baker Library Mini-List, No.13: Sources of Information on Foreign Countries. Karen B. Tracy, ed. Cambridge, Mass: The President and Fellows of Harvard College, 1975.

3. CIS Index. Washington, DC: Congressional Information Service.

4. Cohen, Morris L. Legal Research in a Nut Shell, 3rd ed. St. Paul, Minn.: West Publishing Co., 1978.

5. Directory of Business and Financial Services, 7th ed. Mary McNierney Grant and Norma Cote, eds. New York: Special Library Association, 1976.

6. Government Documents for Business - A Selected Bibliography. Roberta J. Gardner. New York: Dun & Bradstreet, Inc., 1975.

7. How Our Laws Are Made. Edward F. Willett, Jr., Esq., ed. Washington, DC: United States Government Printing Office, 1980.

8. Monthly Catalog of United States Government Publications. Washington, DC: United States Government Printing Office,

9. Morehead, Joe. Introduction to United States Public Documents. Littleton, Colorado: Libraries Unlimited, Inc., 1975.

10. Publications Reference File. Washington, DC: United States Superintendent of Documents.

11. United Nations Documents Index. New York: The United Nations.

12. United States Government Manual. Washington, DC: Office of the Federal Register, Government Printing Office, 1983.

13. University Libraries Reference Series, No.14, Lockwood Memorial Library Bibliographical Guide, No.17: A Guide to Selected Business Sources. Charles J Popovich, ed. Buffalo, NY: State University of New York, Buffalo, 1975,